

PERSON SPECIFICATION – Paralegal (Mental Health & Court of Protection)

Criteria	Essential	Desirable	How Assessed
Qualifications/Training	• A-Level qualifications or equivalent • Good levels of literacy and numeracy • Ability to use computer packages	• Law Degree • Mental Health/Court of Protection elective/training • Other relevant achievements/ • Recognised Microsoft Office qualification • Diploma in Business Administration or Business Support	C.V. Cover Letter
Experience	• Strong administrative experience, ideally within a legal or professional services environment • Confidence using case management systems, document management systems and online portals • Experience dealing with clients by telephone and email	• Experience in mental health/court of protection or another legal practice area • Familiarity with digital filing systems and document naming conventions • Experience working to deadlines in a regulated environment • Experience of working in a law firm/Legal Aid	C.V. Interview

Skills/Abilities/Knowledge	• Ability to use computer packages to a high standard • Good written and spoken communication skills • Ability to manage multiple tasks and prioritise effectively	• Knowledge and understanding of our ethos • Active interest in what we do and how we do it	C.V. Interview
Aptitude/Personal Qualities	• High level of organisation and attention to detail • Methodical and accurate • Calm and professional with clients • Proactive and able to use initiative • Team-focused, with a willingness to support others		C.V. Interview